

Layoff Tool – Department User Manual

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1 Layoff Plans – Start to Finish

Below is an outline of the Layoff Plan process for Departments as it relates to the Layoff Tool*:

1. **Department alerts CCD Analyst that it will be in Layoff.**
2. **Department requests access for new tool Users, if necessary.** (See Section 2.2)
3. DPA issues Username and Password to Department User.
4. **Department User logs in to Layoff Tool.**
 - Creates a Layoff Plan. (See Section 3.3)
 - Adds the potentially affected employees. (See Section 3.6)
 - Adds “actual impacted” numbers for each class. (See Section 3.8)
 - Views/prints a summary of the draft Layoff Plan. (See Section 3.9)
 - Submits the Layoff Plan. (See Section 3.11)
5. **Department provides demotional and organizational charts to CCD Analyst via e-mail.**
6. CCD Analyst reviews the electronic Layoff Plan and all documents e-mailed from Department.
 - Rejects the Layoff Plan if any changes are needed.
7. **Department revises Layoff Plan.** (See Section 3.12)
 - Clicks Submit again. (See Section 3.11)
8. CCD Analyst re-reviews the Layoff Plan.
 - Sends Official Layoff Plan electronically to Department for signature.
9. **Department prints, signs, scans, and electronically returns Official Layoff Plan to DPA.**
(See Section 3.13)
10. CCD Analyst receives signed plan from Department.
 - Prints partially signed Official Layoff Plan and routes it for DPA review and signatures.
 - Approves plan in Layoff Tool.
11. **Department submits mitigation information for review.** (See Section 3.14)
 - CCD Analyst reviews pending Mitigations for approval or rejection.
12. **Department submits reconciliation info for remaining plan employees.** (See Section 3.14.2)
 - CCD Analyst reviews pending Reconciliations for approval or rejection.
13. Layoff is complete when all plan employees are accounted for.

***Note: Departments still have responsibility for several steps of the layoff process that do not involve the Layoff Tool. Those steps will not be covered here. Departments should consult DPA’s main Layoff Manual and should refer questions to their CCD Analyst.**

1.1 Workflow States of Plans in the Layoff Tool

The outline on the previous page describes the actions that move a Layoff Plan from beginning to end. Each phase of that progressive lifecycle has a name. These phases, known as **Workflow States**, are:

- **Preparing** – From the moment a plan is created until the Department clicks Submit.
- **Reviewing** – From the time the Department clicks Submit until the Analyst Approves or Rejects the plan.
- **Revising** – From the time the Analyst Rejects the plan until the Department Submits again.
- **Mitigating** – From the moment the Analyst Approves the plan until the effective date of the Layoff Plan. Department submits names for Mitigation.
- **Reconciling** – From the effective date of Layoff Plan until all employees on plan have been accounted for. Department submits names for Reconciliation.
- **Locked** – Occurs during Mitigation and Reconciliation states every time the Department submits names. Plan will be locked until the Analyst approves or rejects Mitigation and Reconciliation transactions.
- **Final** – When all people on the Layoff plan have been accounted for during Mitigation or Reconciliation, the Layoff Plan is considered closed.

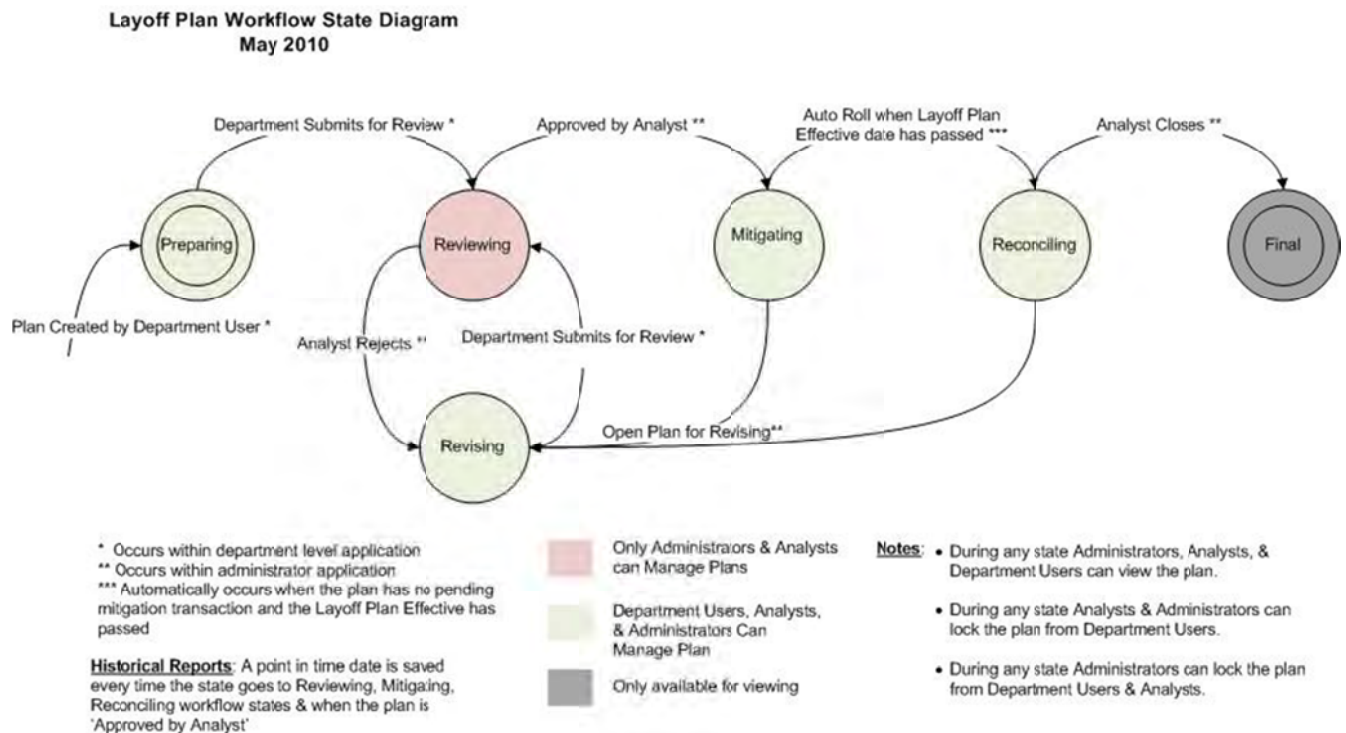


Figure A: Layoff Plan Workflow State Diagram

2 Introduction to the Layoff Tool

The Layoff Tool gives Departments the ability to submit Layoff Plans to DPA electronically. This technology helps ensure that all Departments follow a consistent process and submit Layoff Plans that contain consistent information. It also allows DPA to easily track the status and resolution of Layoff Plans and provide relevant data to the Unions or Governor's Office in a more timely manner.

2.1 What can I do in the Layoff Tool?

The Layoff Tool allows Departments to:

- Create a Layoff Plan. (See Section 3.3)
- Add the potentially affected employees. (See Section 3.6)
- Add "actual impacted" numbers for each class. (See Section 3.8)
- View/print a summary of the draft Layoff Plan. (See Section 3.9)
- Submit the Layoff Plan to the CCD Analyst for review. (See Section 3.11)
- Edit the Layoff Plan if the CCD Analyst determines changes are necessary. (See Section 3.12)
- Submit mitigations of the Layoff Plan until the effective date of the Plan. (See Section 3.14)
- Submit reconciliation information after the effective date of the Layoff Plan. (See Section 3.14.2)

2.2 How do I get a Password for the Layoff Tool?

If you have never had access to the Layoff Tool before, you will have to request a Username and Password from DPA by following the steps below:

1. Department sends to its assigned CCD Analyst the following information for each person who will need access to the Layoff Tool.
 - **First and Last Name**
 - **Title**
 - **Phone Number**
 - **E-mail Address**
2. CCD Analyst forwards information through appropriate channels to its Information Management Systems (IMS*) division.
3. IMS issues the Username and Password via separate e-mails for security reasons.
4. Department User tries out the Username and Password to make sure he/she can access the Layoff Tool, contacting reductionanalysis@dpa.ca.gov , Melissa Russell at 916-324-9417, or Jamie Inderbitzen at 916-323-3679 if he/she encounters any problems.

***Note: It may take several days for IMS to generate the password. Please get the information to your CCD Analyst as soon as you determine that a layoff is necessary.**

2.3 Am I a “Primary” or “Secondary” User?

Every Department that gets access to the Layoff Tool will have one **Primary User**. However, when a Layoff Plan is quite large, a Department may elect to have one or more **Secondary Users**. Primary and Secondary Users have different roles and responsibilities in the Layoff Tool:

- **Primary User** – Responsible for creating a plan, inputting and modifying the plan narrative, adding “potentially affected employees” to the plan, and submitting the plan and any mitigations.
- **Secondary User** – Responsible only for helping to add the “potentially affected employees” to the plan (for large layoffs), or may serve as a “backup” for the Primary User in case of that person’s absence.

Note: Though multiple users may receive access to the same Layoff Plan, DPA discourages multiple users from adding “potentially affected employees” to a Layoff Plan at the same time, as this can result in overlapping efforts and loss or corruption of data. If a Department must have multiple users working on the same Layoff Plan simultaneously, it is up to the Department to ensure that the users’ efforts do not overlap.

3 Using the Layoff Tool

All of the steps necessary to complete a Layoff Plan via the Layoff Tool are described in the sections below in general chronological order.

Note: The upcoming sections are written with a Primary User’s role in mind. If you are a Secondary User, your role is likely to be limited to Section 3.6.

3.1 How can I make using the Layoff Tool smooth and easy?

To make your user experience as smooth as possible, please note the following tips:

- **Browser** – Use the Internet Explorer version 7 or newer browser. Other browsers may not interact successfully with the online tool.
- **Logging in** – For best results, copy and paste your username and password into the log-in boxes. Make sure you do not copy and paste any empty spaces with your username and password.
- **“Time outs”** – A page is considered idle if no buttons are clicked for several minutes. A page is “idle” even if you are typing in a box on it. Any changes you make after your session “times out” will not be saved. If you get “timed out,” you must exit and log in again to continue.
- **Narrative** – To avoid session timeouts, prepare your plan narrative in advance in a word-processing program such as Word. Then log in to the Layoff Tool, and copy and paste it from Word into the Background/Justification box.
- **Navigation** – Use only the links provided on each page. Avoid using your browser’s forward and back buttons where possible. Navigating by the “breadcrumbs” at the top of the page will result in technical errors that will force you to exit and log back in.
- **Getting help** – When contacting DPA with technical issues, please have ready: your browser version number, the action you were trying to perform when you encountered the issue, screen prints of the error message and the URL of the page where you encountered issues.

3.2 How do I Log In to the Layoff Tool?

1. Access the Layoff Tool either by clicking this link, or by copying and pasting it into your Web browser:

<https://portal.dpa.ca.gov/eapps/hrreduction/Layoff%20Administration/default.aspx>

2. Enter the Username and Password that you received from DPA in the log-in box that appears.

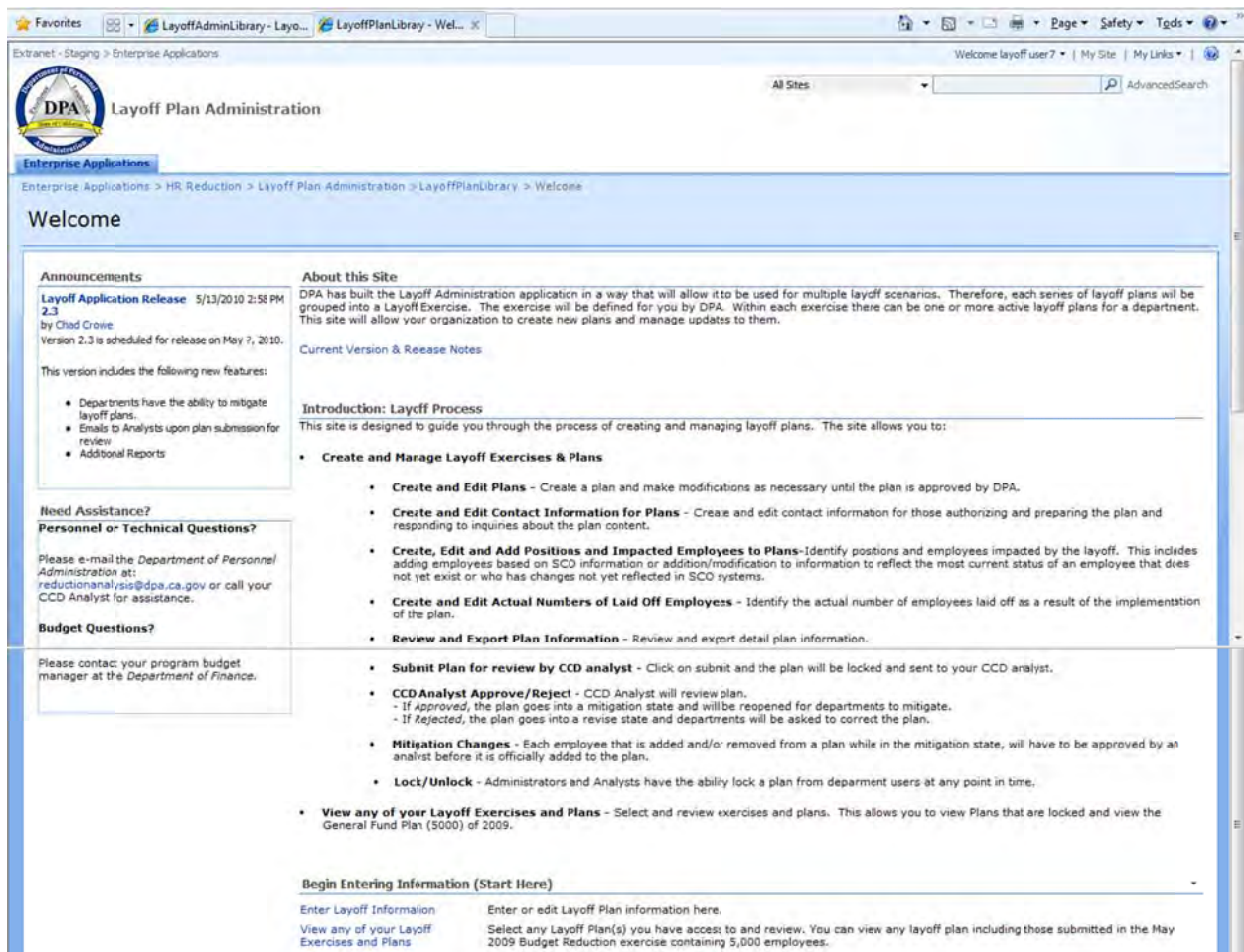


Note: You will not be able to access the Layoff Tool without a valid Username and Password from DPA.

See Section 2.2 for instructions on how to obtain access to the Layoff Tool.

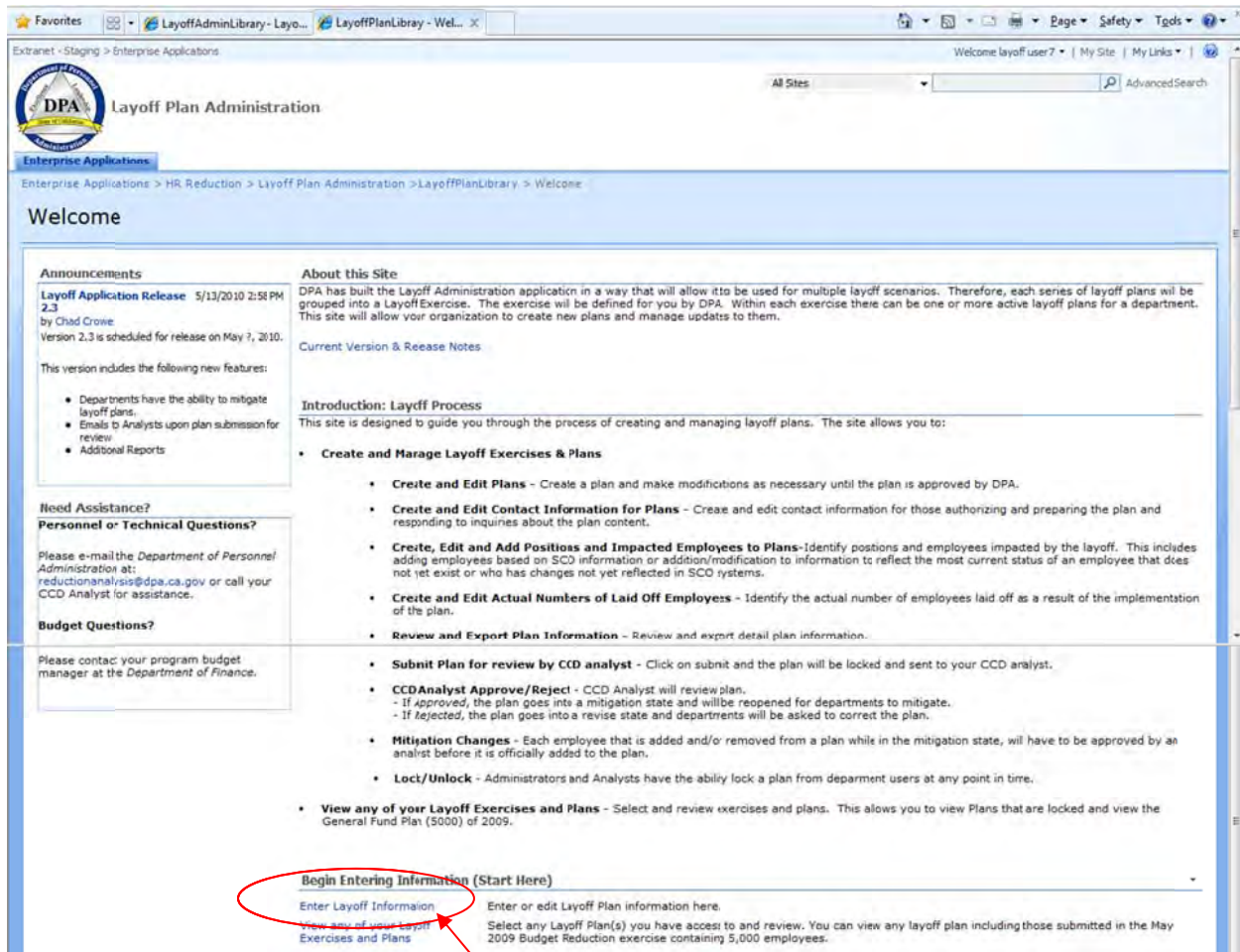
Access to the Layoff Tool is only given as needed.

3. Once you have logged in, you will reach the **Welcome** page. The Welcome page is a brief introduction to the site, which provides a basic explanation of the tool and contact information if you need help.

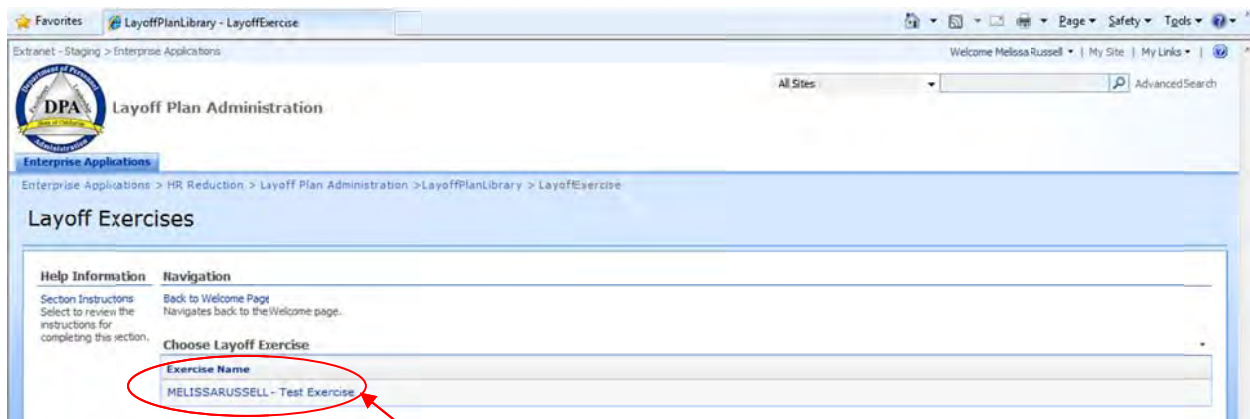


3.3 How do I create a new Layoff Plan?

Follow these steps to create a new Layoff Plan:



1. On the **Welcome** page, click **Enter Layoff Information**.



2. Click the **name of the Layoff Exercise** that DPA has created for you.

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Extranet - Staging > Enterprise Applications

Welcome Melissa Russell | My Site | My Links | Advanced Search

Layoff Plan Administration

Enterprise Applications > HR Reduction > Layoff Plan Administration > LayoffPlanLibrary > LayoffPlan

Layoff Plan Administration

Help Information
Section Instructions
Select to review the instructions for completing this section.

Menu
Back to Choose Exercise
Navigate back to the Choose Exercise page.
Add Plan
Click here to add a new layoff plan.

Manage Layoff Plan
Select a Plan to Manage. Area of Layoff Geographical Area Workflow State
There are no items to show in this view.

Locked Plans
Plan Name Area of Layoff Geographical Area Workflow State
There are no items to show in this view.

3. Click **Add Plan**. Fill in the fields as described below.

Extranet - Staging > Enterprise Applications

Welcome Melissa Russell | My Site | My Links | Advanced Search

Layoff Plan Administration

Enterprise Applications > HR Reduction > Layoff Plan Administration > LayoffPlanLibrary > LayoffPlanAdd

Add Layoff Plan

Help Information
Section Instructions
Select to review the instructions for completing this section.

Add Layoff Plan Information
Cancel Save
* indicates a required field

Plan Name *
Enter name of layoff plan. Use a unique name, see help for recommended naming standards.

Description *
Enter description of the layoff plan. This field is for internal use only, it will not show on the Official Layoff Plan.

Background / Justification *
Enter the background and justification information for the layoff plan.

Area of Layoff *
Enter the geographic area that the layoff plan covers. If this value changes you may be required to re-enter all actual values.

Geographical Area
Enter if Area of Layoff is geographic.

Prior Exempt Service *
Enter whether or not prior exempt service had been surveyed.

Layoff Plan Effective Date *
MM/DD/YYYY

Done Local intranet | Protected Mode: Off 100%

4. **Plan Name** – Name your plan in this format: Department abbreviation – Facility (where applicable) - Descriptive plan name – Year. (**Example:** Food and Ag – Valley - Holstein cow reduction – 2015.)

5. **Description*** – Briefly describe the plan, as if you had several plans and had to differentiate it from the others. (**Example:** This plan reduces the number of Holstein cows in our valley office.)

(*Note: Text entered in this box will not appear on the Official Layoff Plan that is signed by all parties, but will be visible for DPA to review.)

6. **Background/Justification** – Type your narrative in this field. This narrative should explain:

- The cause of the layoff
- How the area of layoff was decided
- The impact of the layoff to the Department’s mission
- The mitigation efforts made by the Department prior to resorting to layoff
- The method for deciding which staff to impact
- The method for absorbing any workload left due to the layoff

7. **Area of Layoff** – Consult your CCD Analyst on how to decide on your area of layoff.

8. **Geographical Area** – If your area of layoff is geographic, you must describe the geographic scope by selecting an option from the drop-down menu.

9. **Prior Exempt Service** – Indicate status of efforts to gather prior exempt service from affected employees.

10. **Layoff Plan Effective Date** – Consult your CCD Analyst when determining the date impacted employees will be laid off.

The screenshot shows a web browser window with the title 'LayoffPlanLibrary - LayoffPlanAdd'. The page is part of an 'Extranet - Staging' environment. The main heading is 'Layoff Plan Administration'. Below this, there is a breadcrumb trail: 'Enterprise Applications > HR Reduction > Layoff Plan Administration > LayoffPlanLibrary > LayoffPlanAdd'. The page title is 'Add Layoff Plan'. On the left, there is a 'Help Information' section with instructions. The main form area is titled 'Add Layoff Plan Information' and contains two tabs: 'Cancel' and 'Save'. The 'Save' tab is selected. Below the tabs, there are two required fields: 'Plan Name' and 'Description'. The 'Plan Name' field has a text input box with a placeholder: 'Enter same of layoff plan. Use a unique name, see help for recommended naming standards.' The 'Description' field has a text area with a placeholder: 'Enter description of the layoff plan.' The 'Save' button is circled in red.

11. When you are finished, click **Save**. You are required to enter contact information for new Layoff Plans. You will be directed to the contact information page automatically when you click Save.

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The screenshot shows the 'Add Layoff Plan Contact' form in the Layoff Plan Administration system. The form is divided into two main sections: 'Help Information' and 'Layoff Plan Contact Information'. The 'Layoff Plan Contact Information' section contains a 'Save' button and a list of required fields, each with a red asterisk indicating it is mandatory. The fields are grouped into three categories: Authorizing Contact, Preparer Contact, and 24 Hour Contact. Each category includes fields for Name, Title, Email, and Phone. The form is displayed in a web browser window with the URL 'http://localhost:8080/LayoffPlanLibrary/LayoffPlanContactAdd'.

Help Information

Section Instructions
Select to review the instructions for completing this section

Layoff Plan Contact Information

Save

* indicates a required field

Authorizing Contact

Authorizing Contact Name *
Name of individual authorizing data

Authorizing Title *
Title of individual authorizing data

Authorizing Email *
Email address of individual authorizing data

Authorizing Phone *
Phone number of individual authorizing data

Preparer Contact

Preparer Contact Name *
Name of individual submitting data

Preparer Title *
Title of individual submitting data

Preparer Email *
Email address of individual submitting data

Preparer Phone *
Phone number of individual submitting data

24 Hour Contact

24 Hour Contact Name *
Name of 24 hour contact

24 Hour Contact Title *
Title of 24 hour contact

24 Hour Contact Email *
Email address of 24 hour contact

24 Hour Contact Phone *
Phone number of 24 hour contact

12. Enter **contact information**. All fields are required.

13. Click **Save**. You will be directed to the **Layoff Plan Administration** main menu.

The screenshot shows the 'Layoff Plan Administration' main menu. The page displays the current plan name 'MELISSARUSSELL - Test Plan' and its workflow state 'Preparing'. Below this, there is a 'Plan Menu' section with a list of actions and their descriptions. The page is displayed in a web browser window with the URL 'http://localhost:8080/LayoffPlanLibrary/LayoffPlanMain'.

Exercise: MELISSARUSSELL - Test Exercise

Current Plan: MELISSARUSSELL - Test Plan

Workflow State: Preparing

Help Information

Section Instructions
Select to review the instructions for completing this section.

Plan Menu

Back to Welcome Page
Takes you back to the Welcome page.

Back to Layoff Plan Selection Page
Return to the Layoff Plan Selection page to choose a new plan to work with.

Edit Layoff Plan
Edit the plan name, description and background / justification.

Edit Contact Information
Add or Edit the contact information for this plan.

Add Employee(s) to Layoff Plan
Add employees to this layoff plan.

Add Employee(s) to Layoff Plan (Bulk)
Bulk add employees to the layoff plan while in pending or revising states.

View/Modify Employee(s) on Layoff Plan
View/Modify data for employees who are currently on this plan.

Add/Edit Layoff Plan Number of Impacted Employees
Used to identify how many employees were actually laid off.

Submit Plan for Review
Submit plan for review by analyst.

Review Layoff Plan
Shows Exercise, Plan, and Employee data.

3.4 How do I get back to a plan I (or someone else) created earlier?

Follow these steps to access a plan you (or your Department's Primary User*) created previously.

*** Note: If you are a Secondary User who needs to access a plan created by a Primary User, you must contact your CCD Analyst to gain access to that plan.**

Welcome

Announcements
Layoff Application Release 5/13/2010 2:58 PM
 2.3
 by Chad Crowe
 Version 2.3 is scheduled for release on May 7, 2010.
 This version includes the following new features:
 • Departments have the ability to mitigate layoff plans.
 • Emails to Analysts upon plan submission for review.
 • Additional Reports

Need Assistance?
Personnel or Technical Questions?
 Please e-mail the Department of Personnel Administration at: reductionanalyst@dpa.ca.gov or call your CCD Analyst for assistance.

Budget Questions?
 Please contact your program budget manager at the Department of Finance.

About this Site
 DPA has built the Layoff Administration application in a way that will allow it to be used for multiple layoff scenarios. Therefore, each series of layoff plans will be grouped into a Layoff Exercise. The exercise will be defined for you by DPA. Within each exercise there can be one or more active layoff plans for a department. This site will allow your organization to create new plans and manage updates to them.

Current Version & Release Notes

Introduction: Layoff Process
 This site is designed to guide you through the process of creating and managing layoff plans. The site allows you to:

- **Create and Manage Layoff Exercises & Plans**
 - **Create and Edit Plans** - Create a plan and make modifications as necessary until the plan is approved by DPA.
 - **Create and Edit Contact Information for Plans** - Create and edit contact information for those authorizing and preparing the plan and responding to inquiries about the plan content.
 - **Create, Edit and Add Positions and Impacted Employees to Plans** - Identify positions and employees impacted by the layoff. This includes adding employees based on SCO information or addition/modification to information to reflect the most current status of an employee that does not yet exist or who has changes not yet reflected in SCO systems.
 - **Create and Edit Actual Numbers of Laid Off Employees** - Identify the actual number of employees laid off as a result of the implementation of the plan.
 - **Review and Export Plan Information** - Review and export detail plan information.
 - **Submit Plan for review by CCD analyst** - Click on submit and the plan will be locked and sent to your CCD analyst.
 - **CCD Analyst Approve/Reject** - CCD Analyst will review plan.
 - If approved, the plan goes into a mitigation state and will be reopened for departments to mitigate.
 - If rejected, the plan goes into a revise state and departments will be asked to correct the plan.
 - **Mitigation Changes** - Each employee that is added and/or removed from a plan while in the mitigation state, will have to be approved by an analyst before it is officially added to the plan.
 - **Lock/Unlock** - Administrators and Analysts have the ability lock a plan from department users at any point in time.
- **View any of your Layoff Exercises and Plans** - Select and review exercises and plans. This allows you to view Plans that are locked and view the General Fund Plan (\$000) of 2009.

Begin Entering Information (Start Here)

- **Enter Layoff Information** - Enter or edit Layoff Plan information here.
- **View any of your Layoff Exercises and Plans** - Select any Layoff Plan(s) you have access to and review. You can view any layoff plan including those submitted in the May 2009 Budget Reduction exercise containing 5,000 employees.

1. On the **Welcome** page, click **Enter Layoff Information**.

Layoff Exercises

Help Information
 Section Instructions:
 Select to review the instructions for completing this section.

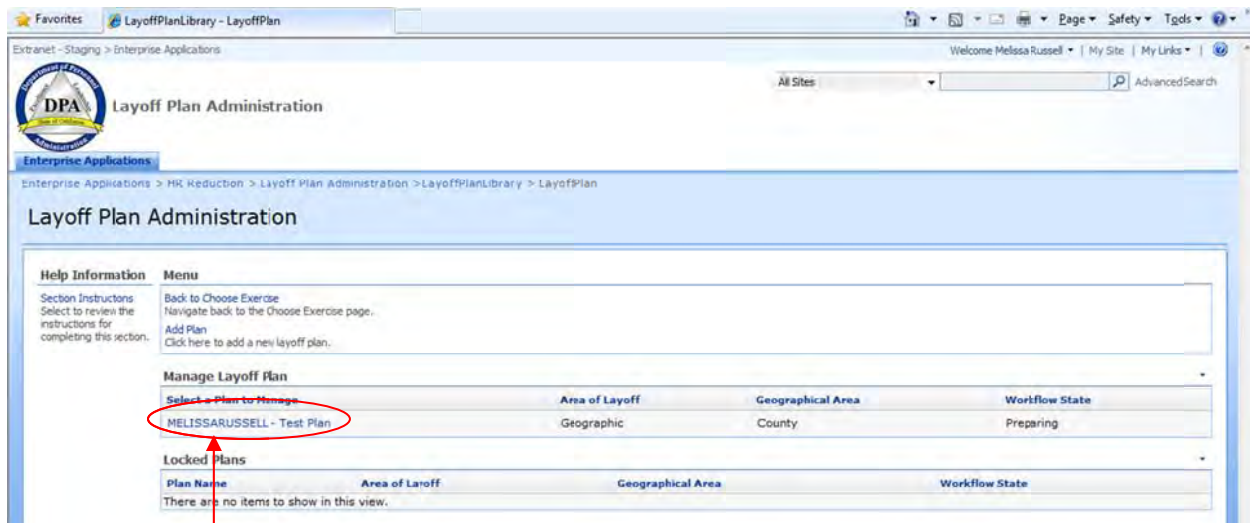
Navigation
 Back to Welcome Page
 Navigates back to the Welcome page.

Choose Layoff Exercise

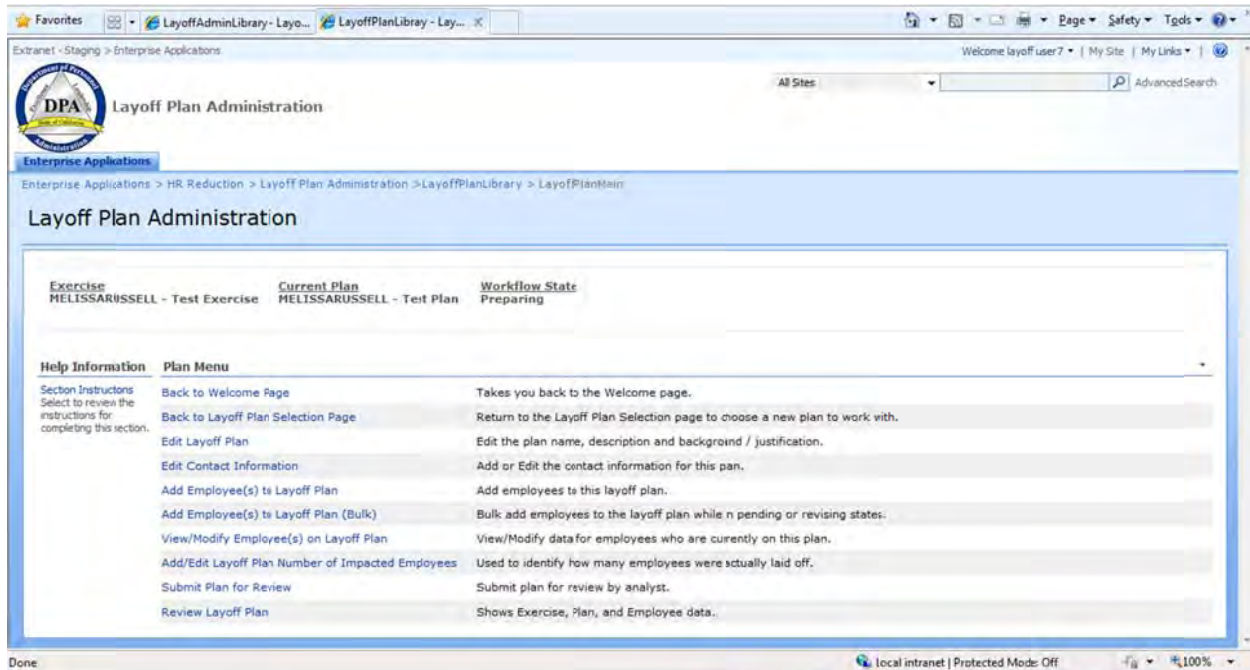
Exercise Name
MELISSARUSSELL - Test Exercise

2. Click the **name of the Layoff Exercise** that DPA has created for you.

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3. Click on the **name of the Layoff Plan** you (or the Primary User) created previously. You will be directed to the **Layoff Plan Administration** main menu.



4. Once a plan has been created, it can be completely managed from this **Layoff Plan Administration** main menu. This page contains a series of links that will take you to the appropriate pages for modifying the Layoff Plan.

3.5 What employees should be added to my Layoff Plan?

According to the DPA Layoff Manual, “every employee who **MAY** be laid off or demoted in lieu of layoff” belongs on the Layoff Plan.

Your CCD Analyst will instruct you to add “three names per position to be abolished” – where possible.

Essentially, every potentially affected employee must be put on the plan. Generally, everyone who gets SROA or Surplus status is considered potentially affected and should be added to the Layoff Plan.

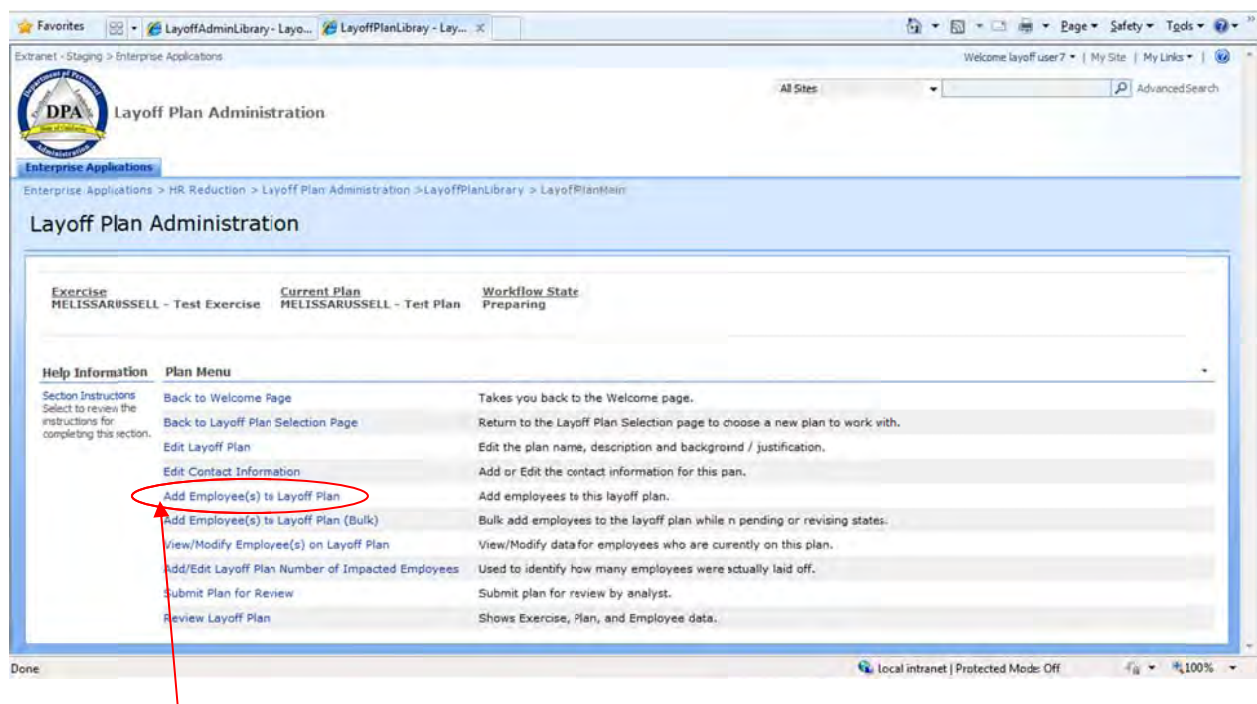
Remember, when deciding what classes and individuals are affected, you must take into consideration primary and personal demotional patterns. Consult your CCD Analyst for additional guidance.

3.6 How do I add “potentially affected” employees to my plan?

The Layoff Tool allows you to add potentially affected employees either one-at-a-time, or in bulk. See the following sections for specific instructions on each method.

3.6.1 Add one employee at a time

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.



2. Click **Add Employee(s) to Layoff Plan**.

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Exercise: MELISSARUSSELL - Test Exercise Current Plan: Mel's testeroni plan

Help Information Section Instructions: Select to review the instructions for completing this section.

Current SCO Employees (includes employees currently on layoff)

Filter Back to Layoff Plan Main Employee Not Found

Go! Reset Close

Last Name Contains First Name Contains Agency Code Contains Class Code Contains County Code Contains CBID Contains Appointment Tenure Contains

Add	Layoff Plan (if applicable)	Department Name	Last Name	First Name	Middle Initial	Agency Code	Reporting Unit	Class Code	Serial Number	County Code	County Name	CBID	Appointment Tenure	Source of Data
Add	N/A	FISH AND GAME	BAILEY	CRAIG	V	565	431	0762	017	10	FRESNO	R10	P	SCO
Add	N/A	FISH AND GAME	BAILEY	SHERYL	A	565	243	1139	004	04	BUTTE	R04	P	SCO
Add	N/A	FISH AND GAME	BAILIE	BRIAN	V	566	071	8421	005	27	MONTEREY	R07	P	SCO
Add	N/A	FISH AND GAME	BAIRRRINGTON	PHILIP	K	565	141	6326	002	12	HUMBOLDT	S10	P	SCO

Change page: < 1 2 3 4 5 6 7 8 9 10 ... > | Displaying page 1 of 29 items 1 to 100 of 2816.

3. Find the **name** of the employee* to be added.

***Note:** The Layoff Tool displays all employees for your Department, according to SCO's records as of the end of the prior month. To find an employee more easily, you may filter by one or more categories. For example, putting 1139 in the Class Code filter and 10 in the County Code filter restricts the list to Office Technicians in Fresno County.

4. Click **Add** next to the employee's name.

Exercise: MELISSARUSSELL - Test Exercise Current Plan: Mel's testeroni plan

Help Information Section Instructions: Select to review the instructions for completing this section.

SCO Employee Record

Cancel Save Edit Data

* indicates a required field

Department FISH AND GAME Facility FISH AND GAME Last Name BAILEY First Name CRAIG Middle Initial V Position Number 565-431-0762-017 County 10 - FRESNO CBID R10 Union CAPS Class Title ENVIRONMENTAL SCIENTIST Date Added to Layoff Plan *

Enter the date the employee was added to the Layoff Plan

5. Enter the **Date Added to Layoff Plan**.

- Click **Save**. You will return to the **Current Employee List**.

The screenshot shows the 'Current Employee List' page in the Layoff Plan Administration system. The page includes a search filter section with dropdown menus for Last Name, First Name, Agency Code, Class Code, County Code, CBID, and Appointment Tenure. Below this is a table of current SCO employees. The first row of the table shows an employee named BAILEY, CRAIG, with the 'Layoff Plan (if applicable)' column containing 'Mel's testroni plan'. The 'Add' button is visible next to each row. A red arrow points from the 'Add' button to the 'Layoff Plan (if applicable)' column, and another red arrow points from the 'Add' button to the 'Back to Layoff Plan Main' link.

Add	Layoff Plan (if applicable)	Department Name	Last Name	First Name	Middle Initial	Agency Code	Reporting Unit	Class Code	Serial Number	County Code	County Name	CBID	Appointment Tenure	Source of Data
Add	Mel's testroni plan	FISH AND GAME	BAILEY	CRAIG	V	565	431	0762	017	10	FRESNO	R10	P	SCO
Add	N/A	FISH AND GAME	BAILEY	SHERYL	A	565	243	1139	004	04	BUTTE	R04	P	SCO
Add	N/A	FISH AND GAME	BAILIE	BRIAN	V	566	071	8421	005	27	MONTEREY	R07	P	SCO
Add	N/A	FISH AND GAME	BAIRINGTON	PHILIP	K	565	141	6326	002	12	HUMBOLDT	S10	P	SCO

- The **Layoff Plan** name appears next to the added employee's name and the **Add** option is gone.
- When finished adding employees to the plan, click **Back to Layoff Plan Main** to return to the **Layoff Plan Administration** main menu.

3.6.2 Add employees in bulk

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.

Exercise	Current Plan	Workflow State
MELISSARUSSELL - Test Exercise	MELISSARUSSELL - Test Plan	Preparing

Help Information	Plan Menu
Section Instructions Select to review the instructions for completing this section.	Back to Welcome Page Back to Layoff Plan Selection Page Edit Layoff Plan Edit Contact Information Add Employee(s) to Layoff Plan Add Employee(s) to Layoff Plan (Bulk) View/Modify Employee(s) on Layoff Plan Add/Edit Layoff Plan Number of Impacted Employees Submit Plan for Review Review Layoff Plan

2. Click **Add Employee(s) to Layoff Plan (Bulk)**.

Exercise	Current Plan	Workflow State
MELISSARUSSELL - Test Exercise	Mel's testosterone plan	Preparing

Choose Effective Date

[Back to Layoff Plan Main](#)
[Choose Employees](#)

* indicates a required field

Date Employee(s) Added *

Choose the date that all of the employees are adding to the plan were added.

3. Enter the **Date Employee(s) Added** to the Layoff Plan. **Note: All employees added in the next step will have the Added Date that you enter here.**
4. Click **Choose Employees**.

Layoff Tool – Department User Manual

Note: You may filter this list first by clicking the **Filter** button. The filter options described in the previous section will appear.

Exercise: MELISSARUSSELL - Test Exercise Current Plan: Mel's testeroni plan Workflow State: Preparing

Current Employee List

Section Instructions: Select to review the instructions for completing this section.

Current SCO Employees (does not include employees currently on this layoff plan)

Department Name	Last Name	First Name	Middle Initial	Agency Code	Reporting Unit	Cass Code	Serial Number	County Code	County Name	CBID	Appointment Tenure	Source of Data
<input type="checkbox"/> FISH AND GAME	AANERUD	ERIC	C	565	481	0790	905	10	FRESNO	R11	T	SCO
<input checked="" type="checkbox"/> FISH AND GAME	AARREBERG	ARN L	W	565	772	0335	905	49	SONOMA	R11	T	SCO
<input type="checkbox"/> FISH AND GAME	AARRRRRRRRREBERG	ARN L	W	565	772	0790	905	49	SONOMA	R11		Manually Added
<input type="checkbox"/> FISH AND GAME	AASEN	GEIR		565	323	0375	001	39	SAN JOAQUIN	R10	P	SCO
<input checked="" type="checkbox"/> FISH AND GAME	ABE	KELLY		565	071	0393	004	34	SACRAMENTO	R01	P	SCO
<input type="checkbox"/> FISH AND GAME	ARMSTRONG	ANDREW	T	565	602	0335	905	14	INYO	R11	T	SCO
<input type="checkbox"/> FISH AND GAME	ARNOLD	BRIAN	M	566	071	0418	007	41	SAN MATEO	S07	P	SCO
<input type="checkbox"/> FISH AND GAME	ARNOLD	JANE	D	565	131	0765	011	12	HUMBOLDT	R10	P	SCO
<input type="checkbox"/> FISH AND GAME	ARNOLD	NATHANIEL	P	566	491	0412	501	10	FRESNO	S07	P	SCO

Change page: < 1 2 3 4 5 6 7 8 9 10 ... > | Displaying page 1 of 35, items 1 to 75 of 2018.

5. Check the **boxes** next to the names you wish to add in bulk.
6. Click **Add Selected Employees to Plan**. The employees will be added and you will be directed to the **Layoff Plan Administration** main menu.

Note: Once any employees have been added to your Layoff Plan, the red note below will appear at the top of the Layoff Plan Administration main menu. It indicates additional steps are required to complete your Layoff Plan. See Section 3.8 for instructions.

Exercise: MELISSARUSSELL - Test Exercise Current Plan: MELISSARUSSELL - Test Plan Workflow State: Preparing

**** IMPORTANT INFORMATION FOR COMPLETE SUBMISSION ****

Your organization has NOT entered the final position counts. To complete this action you must navigate to the "Layoff Plan Impacted" entry page and finalize all entries. This submission is not complete without the final numbers. This notice will appear until the final numbers are entered. To complete your submission navigate to the following link: Add/Edit Impacted Numbers

Section Instructions: Select to review the instructions for

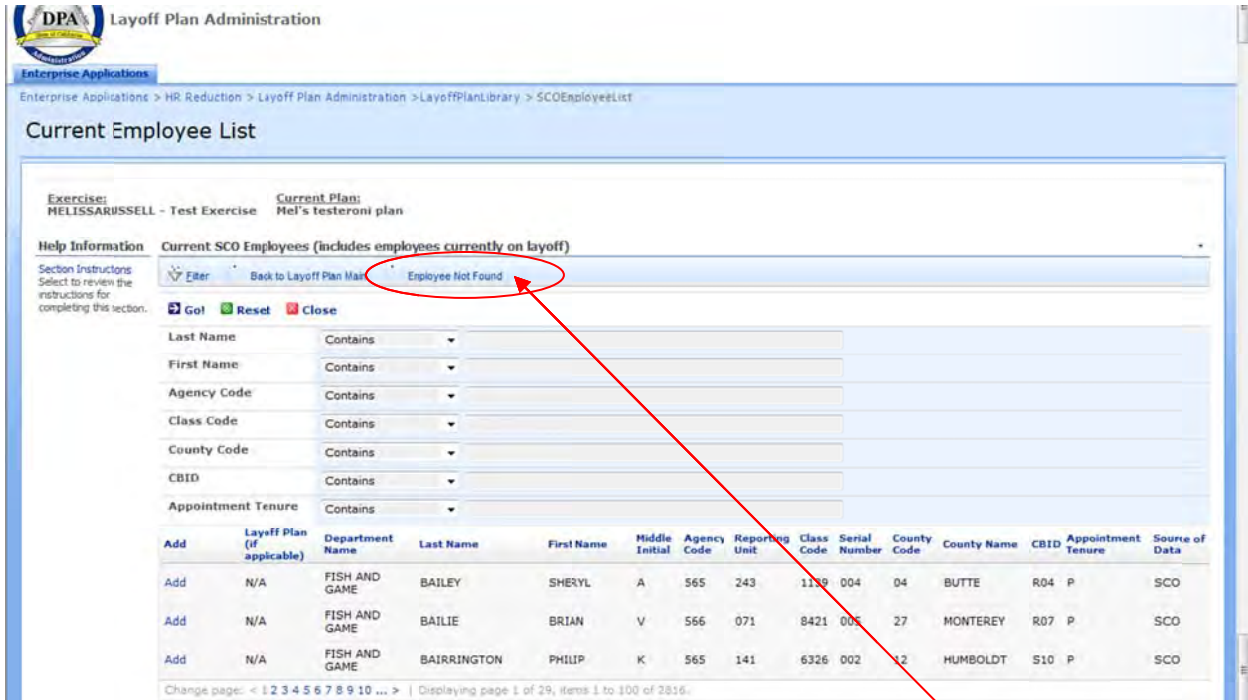
Plan Menu

Back to Welcome Page	Takes you back to the Welcome page.
Back to Layoff Plan Selection Page	Return to the Layoff Plan Selection page to choose a new plan to work with.

3.6.3 What if an employee is not available in the Layoff Tool to add to my plan?

Sometimes, an employee may not be found on the list that DPA gets from SCO. You may manually add the employee to your Layoff Plan.

1. Navigate to the **Current Employee List**. (Follow steps 1-2 in Section 3.6.1.)



Current Employee List

Exercise: MELISSARUSSELL - Test Exercise Current Plan: Mel's testeroni plan

Help Information: Section Instructions: Select to review the instructions for completing this section.

Current SCO Employees (includes employees currently on layoff)

Filter Back to Layoff Plan Manager **Employee Not Found**

Go! Reset Close

Add	Layoff Plan (if applicable)	Department Name	Last Name	First Name	Middle Initial	Agency Code	Reporting Unit	Class Code	Serial Number	County Code	County Name	CBID	Appointment Tenure	Source of Data
Add	N/A	FISH AND GAME	BAILEY	SHERYL	A	565	243	1139	004	04	BUTTE	R04	P	SCO
Add	N/A	FISH AND GAME	BAILIE	BRIAN	V	566	071	8421	005	27	MONTEREY	R07	P	SCO
Add	N/A	FISH AND GAME	BAIRRRINGTON	PHILIP	K	565	141	6326	002	12	HUMBOLDT	S10	P	SCO

Change page: < 1 2 3 4 5 6 7 8 9 10 ... > | Displaying page 1 of 29, items 1 to 100 of 2816.

2. If you cannot find the employee you wish to add to the Layoff Plan, click **Employee Not Found**.

Layoff Tool – Department User Manual

Extranet - Staging > Enterprise Applications

Welcome layoff user7 | My Site | My Links |

All Sites Advanced Search

Layoff Plan Administration

Enterprise Applications > HR Reduction > Layoff Plan Administration > LayoffPlanLibrary > LayoffPlanEmployeeManualAdd

Add Employee to Layoff Plan

Help Information

Section Instructions
Select to review the instructions for completing this section.

Add Employee (Manual)

Cancel **Save**

* indicates a required field

Department *

Select department name.

Facility *

Enter name of facility.

SSN *

Enter social security number with format eg 123456789

Last Name *

Enter the last name of the employee impacted.

First Name *

Enter the first name of the employee impacted.

Middle Initial

Enter the middle initial of the employee impacted.

Agency Code *

Select the agency code for the position.

Reporting Unit *

Select the reporting unit for the position.

Classification *

Select the job classification for the position.

Serial Number *

Select the serial number for the position.

County *

Select the county the position is located in.

CBID *

Select the CBID for the position.

Union *

Select the associated Union for the employee.

Reason for Creating Employee *

Enter an explanation.

Additional Notes

Provide additional information necessary for you and your CCD analyst as needed.

Date Added to Layoff Plan *

Enter the date the employee was added to the Layoff Plan

- On the **Add Employee to Layoff Plan** page, manually enter the required information about the employee, including the **Reason for Creating Employee**.
- Click **Save**. You will be directed to the **Current Employee List** page. The newly created employee will appear in **alphabetical order** on the list and will show as having been **added to the Layoff Plan**.

Add	N/A	FISH AND GAME	AZAT	JASON	D	565	033	6375	010	34	SACRAMENTO	R10	P	SCO
	Mel's testroni plan	FISH AND GAME	b	b	b	566	010	0047	010	10	FRESNO	C03		Manually Added
Add	N/A	FISH AND GAME	BABCOCK	CURT	A	565	131	0764	003	45	SHASTA	S10	P	SCO
Add	N/A	FISH AND GAME	BABICH	CARMEL	V	566	040	8412	905	28	NAPA	S07	R	SCO

Note: Creating an employee in DPA's Layoff Tool does not update data with SCO.

3.6.4 What if I need to change information about an employee that I am adding to my plan?

Sometimes, you may discover incorrect SCO information about an employee that you are adding to your Layoff Plan. You may edit this data when adding the employee to the Layoff Plan.

1. Navigate to the **Current Employee List**. (Follow steps 1-2 in Section 3.6.1.)

The screenshot shows the 'Current Employee List' page. At the top, there's a breadcrumb trail: Enterprise Applications > HR Reduction > Layoff Plan Administration > LayoffPlanLibrary > SCOEEmployeeList. The page title is 'Current Employee List'. Below the title, there's a section for 'Exercise: MELISSARUSSELL - Test Exercise' and 'Current Plan: Mel's testeroni plan'. A 'Help Information' section on the left provides instructions. The main area is titled 'Current SCO Employees (includes employees currently on layoff)'. It contains a filter section with buttons for 'Filter', 'Back to Layoff Plan Main', and 'Employee Not Found'. Below the filter is a table of employees. The table has columns for 'Add', 'Layoff Plan (if applicable)', 'Department Name', 'Last Name', 'First Name', 'Middle Initial', 'Agency Code', 'Reporting Unit', 'Class Code', 'Serial Number', 'County Code', 'County Name', 'CBID', 'Appointment Tenure', and 'Source of Data'. Three employees are listed: BAILEY, SHERYL; BAILIE, BRIAN; and BAIRRRINGTON, PHILIP. A red circle highlights the 'Add' button next to BAILIE, BRIAN.

2. Find the **name** of the employee to be added.
3. Click **Add** next to the employee's name.

The screenshot shows the 'Add Employee to Layoff Plan from SCO Data' page. At the top, there's a breadcrumb trail: Enterprise Applications > HR Reduction > Layoff Plan Administration > LayoffPlanLibrary > LayoffPlanEmployeeSCOAdd. The page title is 'Add Employee to Layoff Plan from SCO Data'. Below the title, there's a 'Help Information' section. The main area is titled 'SCO Employee Record'. It contains a form with fields for 'Department', 'Facility', 'Last Name', 'First Name', 'Middle Initial', 'Position Number', 'County', 'CBID', 'Union', 'Class Title', and 'Date Added to Layoff Plan *'. The values entered are: Department: FISH AND GAME, Facility: FISH AND GAME, Last Name: BAILEY, First Name: CRAIG, Middle Initial: V, Position Number: 565-411-0762-017, County: 10 - FRESNO, CBID: R10, Union: CAPS, Class Title: ENVIRONMENTAL SCIENTIST. A red circle highlights the 'Edit Data' button at the top of the form.

4. If you discover incorrect information on this page, click **Edit Data**.

Layoff Tool – Department User Manual

DPA Layoff Plan Administration

Enterprise Applications > HR Reduction > Layoff Plan Administration > LayoffPlanLibrary > LayoffPlanEmployeeSCOManualAdd

Edit SCO Employee Data & Add to Plan

Help Information
Section Instructions
Select to review the instructions for completing this section.

Edit SCO Employee Data
Cancel Save
* indicates a required field

Department * FISH AND GAME
Select department name.

Facility FISH AND GAME
Enter facility name.

Last Name * AMES
Enter last name of employee impacted.

First Name * JACK
Enter first name of employee impacted.

Middle Initial A
Enter middle initial of employee impacted.

Agency Code * 565
Select agency code for position.

Reporting Unit * 071
Select reporting unit for position.

Classification * 0762 - ENVIRONMENTAL SCIENTIST
Select classification for position.

Serial Number * 013
Select serial number for position.

County * 27 - MONTEREY
Select county for position.

CBID * R10
Select CBID for position.

Union * CAPS
Select Union associated with position.

Additional Notes
Enter additional notes to be used for clarification for your organization or your CCD analyst.

Date Added to Layoff Plan * MM/DD/YYYY
Enter the date the employee was added to the Layoff Plan.

Employee Currently on Layoff Plan(s)
There are no items to show in this view.

5. Change the **incorrect information** and enter the **Date Added to Layoff Plan**.
6. Click **Save**. You will return to the **Current Employee List**.

Add	N/A	FISH AND GAME	AMES	ANDREW	W	565	605	0835	905	33	RIVERSIDE	R11	T	SCO
	MELISSA RUSSELL - Test Plan	FISH AND GAME	AMES	JACK	A	565	071	0762	013	17	LAKE	R10		Manually Added
Add	N/A	FISH AND GAME	AMES	JOSEPH	L	565	040	8486	611	04	BUTTE	R07	P	SCO

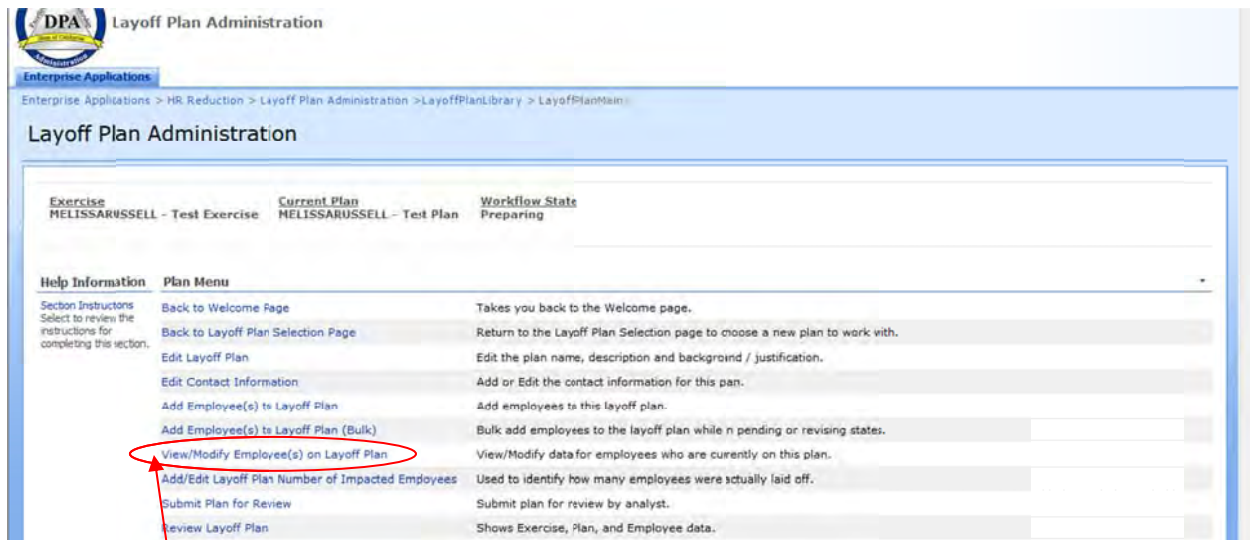
7. The employee with corrected information will appear in **alphabetical order** on the list and will show as having been **added to the Layoff Plan**.

3.7 How do I remove an employee before the plan is submitted?

Before a plan is submitted, you may remove employees at any time.

However, after your plan is submitted, but before it is approved by your CCD Analyst, you may remove employees, but only after requesting that your CCD Analyst reject/unlock your plan so you can make modifications.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.



2. Click **View/Modify Employee(s) on Layoff Plan**.



3. Click **Remove** next to the employee you want to remove.

Layoff Tool – Department User Manual

DPA Layoff Plan Administration

Enterprise Applications

Enterprise Applications > HR Reduction > Layoff Plan Administration > LayoffPlanLibrary > LayoffPlanEmployeeRemove

Remove Layoff Plan Employee

Helpful Information Remove Employees from Layoff Plan

Section Instructions
Select to review the instructions for completing this section.

Cancel Remove

* indicates a required field

Department * FISH AND GAME
 Facility FISH AND GAME
 Last Name * AMES
 First Name * JACK
 Middle Initial A
 Position Number 565-071-0762-013
 County 17 - LAKE
 CBID * R10
 Union * CAPS
 Class Title ENVIRONMENTAL SCIENTIST
 Reason Removed from Layoff Plan *

Additional Notes Reason employee is being removed from Layoff Plan

Date Removed from Layoff Plan * MM/DD/YYYY

Transfer to Department:

* If Available

Employee Currently on Layoff Plan(s)
 MELISSARUSSELL - Test Plan

4. Choose a **Reason Removed from Layoff Plan**.
5. Add the **Date Removed from Layoff Plan**. Provide the **Transfer to Department** information if available/applicable.
6. Click **Remove**. You will be directed back to the **Edit or Remove Employee** page, and the employee's name will no longer be listed.

DPA Layoff Plan Administration

Enterprise Applications

Enterprise Applications > HR Reduction > Layoff Plan Administration > LayoffPlanLibrary > LayoffPlanEmployeeList

Edit or Remove Employee on Layoff Plan

Exercise MELISSARUSSELL - Test Exercise
 Current Plan MELISSARUSSELL - Test Plan
 Workflow State Preparing

Help Information Layoff Plan Employee(s)

Section Instructions
Select to review the instructions for completing this section.

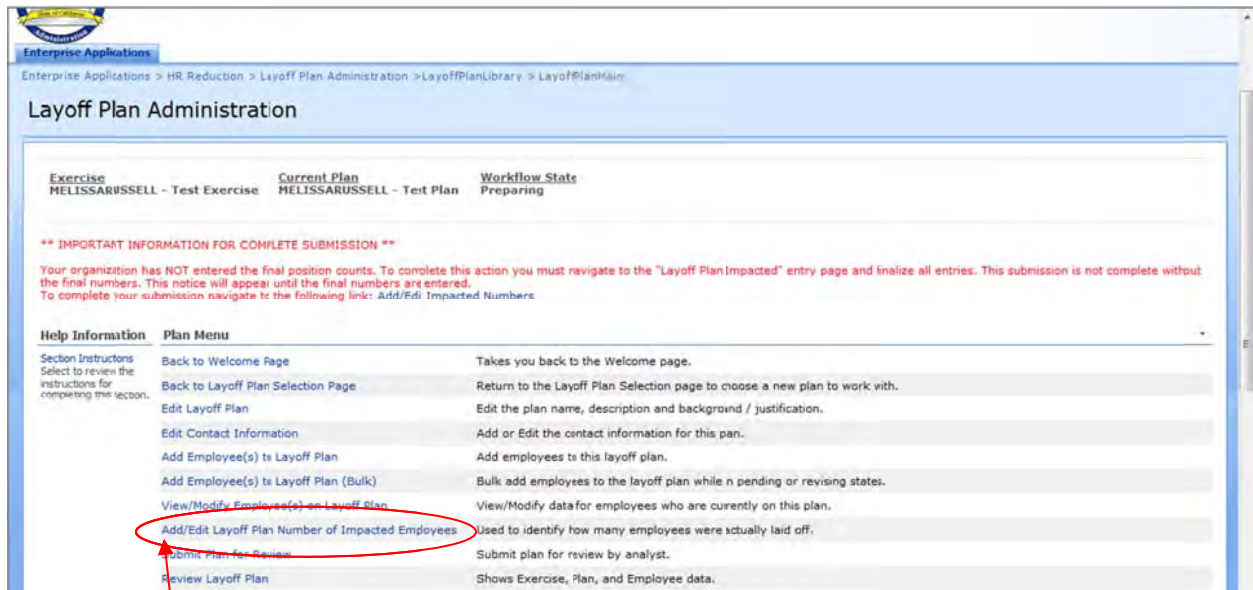
Filter Back to Layoff Plan Main Add Employees to Plan Bulk Add Employees to Plan

Edit	Remove	DepartmentName	Employee Name	Agency Code	Reporting Unit	Class Code	Serial Number	County Code	CountyName	Appointment Tenure	Data Source
There are no items to show in this view.											

3.8 How do I tell DPA how many people will actually be laid off in each class?

Not everyone who is added to the Layoff Plan will actually be laid off. You must tell DPA how many employees in each class your Department expects to actually be laid off or demoted in lieu of layoff. This is known as the **Actual Impacted** number.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.



2. Click **Add/Edit Layoff Plan Number of Impacted Employees**.



3. Click **Edit** for one of the classifications listed.

Layoff Tool – Department User Manual

Add/Edit Number of Impacted Employees

Help Information
Section Instructions: Select to review the instructions for completing this section.
* indicates a required field

Number of Impacted Employees

Cancel Save

On Layoff (Positions, NOT FTE) 1

County 28 - NAPA

Classification 0762 - ENVIRONMENTAL SCIENTIST

Number of Employee that will be Laid Off or Demoted * 0

4. Enter the **Number of Employees that will be Laid Off or Demoted** for that classification.
5. Click **Save**. You will return to the **Impacted Employees Summary** page.

Exercise: MELISSARUSSELL - Test Exercise
Current Plan: MELISSARUSSELL - Test Plan

Help Information
Section Instructions: Select to review the instructions for completing this section.
Back to Main Page

Last Impacted Number	County Code	Class Code	Class Title	# Total EEs by Area (Approx. Count)	# On Layoff (Position Counts, NOT FTE)	# Impacted Employees (Position Counts, NOT FTE)
Edit	28	0762	ENVIRONMENTAL SCIENTIST	10	1	
Edit	34	0835	FISH AND WILDLIFE SCIENTIFIC AID	107	1	1
Edit	34	0898	BIOLOGIST (WILDLIFE)	4	1	
Edit	23	6375	ASSOCIATE BIOLOGIST (MARINE/FISHERIES)	4	1	
Edit	36	8005	FISH AND GAME LIEUTENANT (SPECIALIST)	2	1	

6. Repeat steps 3 and 4 in this section for each classification on your plan.
7. Click **Back to Main Page** to return to the **Layoff Plan Administration** main menu.
8. Once all of the classifications on your Layoff Plan have an **Actual Impacted** number, the red note* at the top of the **Layoff Plan Administration** main menu will disappear.

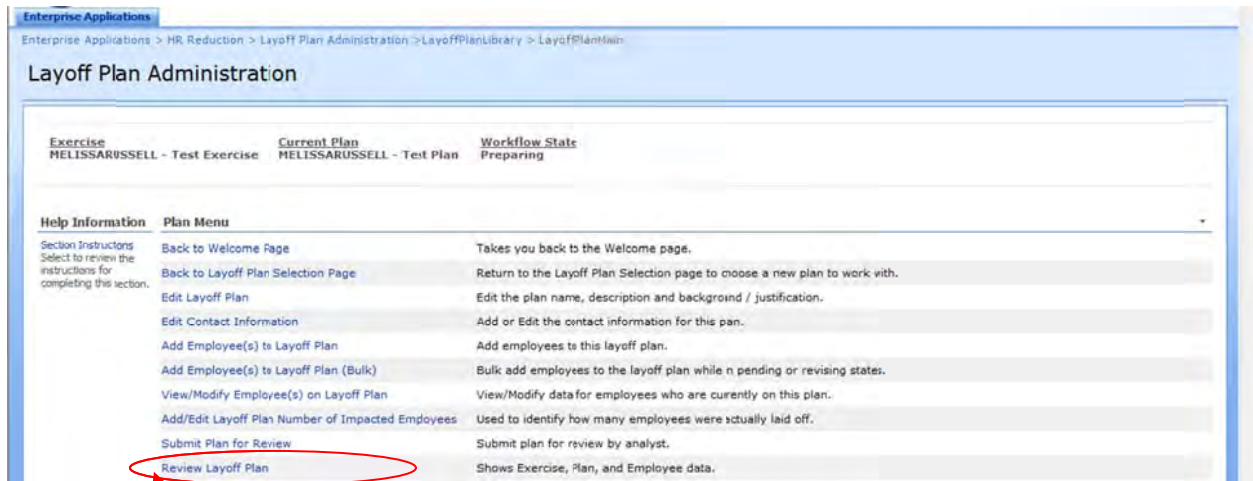
Note: If you must leave the Actual Impacted number at zero for any of the classifications on your Layoff Plan, the red note will not disappear. This will not prevent you from submitting your Layoff Plan. However, your CCD Analyst may contact you with questions about why an Actual Impacted number is zero.

3.9 How do I view a summary of my plan that I can print?

You may want to view/print a summary* of your Layoff Plan before submitting it to your CCD Analyst.

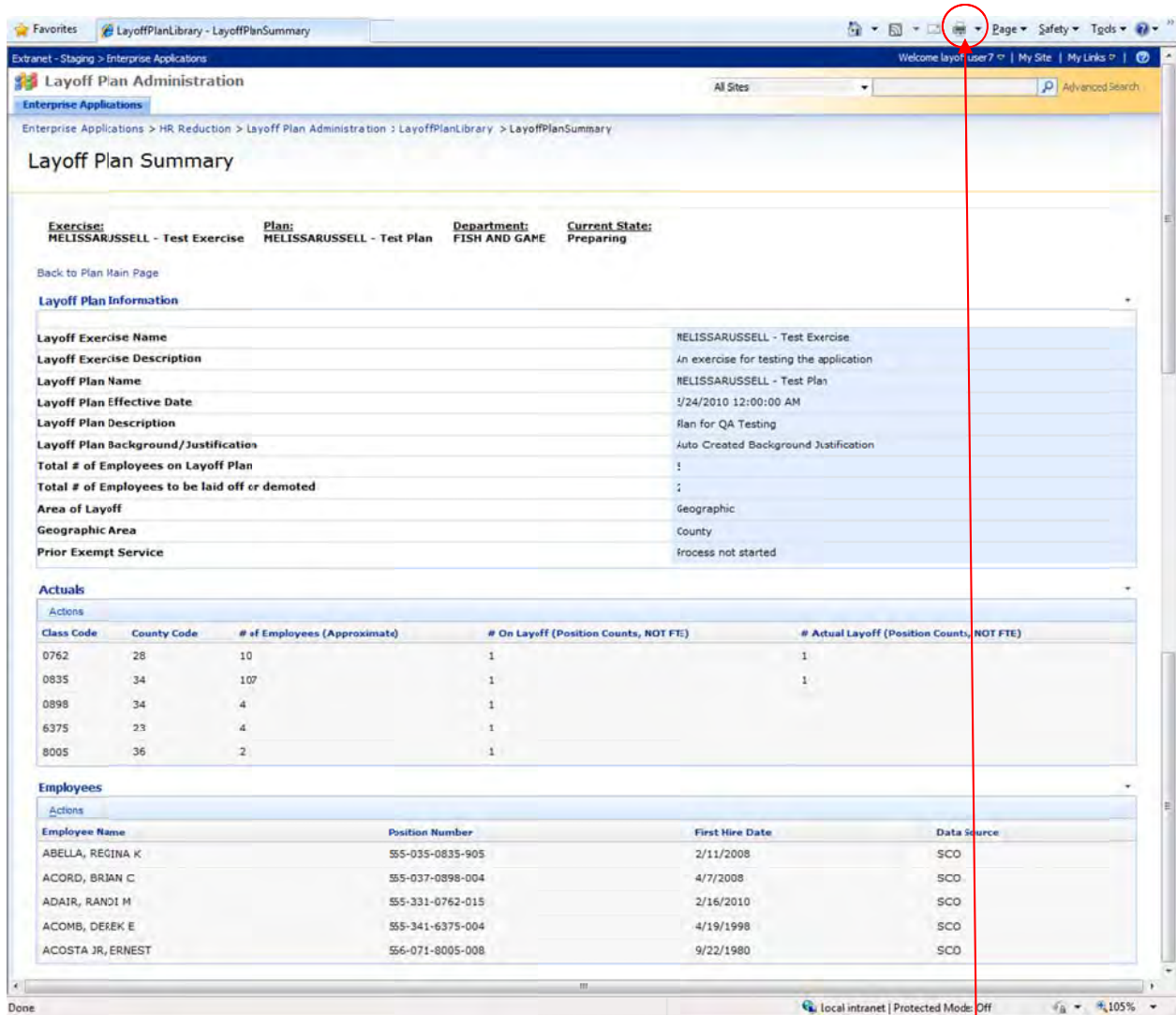
Note: The Layoff Plan Summary IS NOT identical to the Official Layoff Plan that you and your CCD Analyst will sign. The summary contains the Layoff Plan Description field, which does not appear on the Official Layoff Plan. It does not contain the Department's seniority score status certification.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.



2. Click **Review Layoff Plan**.

Layoff Tool – Department User Manual



Extranet - Staging > Enterprise Applications

Welcome layout user7 | My Site | My Links | Advanced Search

Layoff Plan Administration

Enterprise Applications > HR Reduction > Layoff Plan Administration > LayoffPlanLibrary > LayoffPlanSummary

Layoff Plan Summary

Exercise: MELISSARUSSELL - Test Exercise Plan: MELISSARUSSELL - Test Plan Department: FISH AND GAME Current State: Preparing

[Back to Plan Main Page](#)

Layoff Plan Information

Layoff Exercise Name	MELISSARUSSELL - Test Exercise
Layoff Exercise Description	An exercise for testing the application
Layoff Plan Name	MELISSARUSSELL - Test Plan
Layoff Plan Effective Date	1/24/2010 12:00:00 AM
Layoff Plan Description	Plan for QA Testing
Layoff Plan Background/Justification	Auto Created Background Justification
Total # of Employees on Layoff Plan	1
Total # of Employees to be laid off or demoted	1
Area of Layoff	Geographic
Geographic Area	County
Prior Exempt Service	Process not started

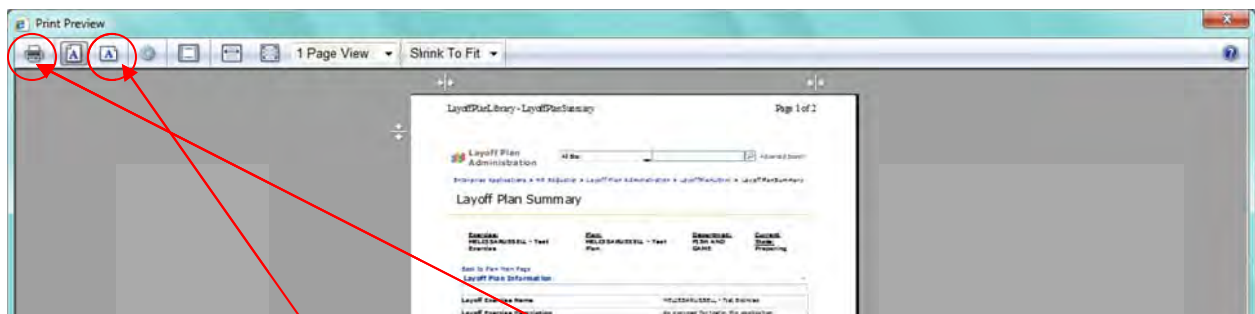
Actuals

Class Code	County Code	# of Employees (Approximate)	# On Layoff (Position Counts, NOT FTE)	# Actual Layoff (Position Counts, NOT FTE)
0762	28	10	1	1
0835	34	107	1	1
0898	34	4	1	
6375	23	4	1	
8005	36	2	1	

Employees

Employee Name	Position Number	First Hire Date	Data Source
ABELLA, REGINA K	55-035-0835-905	2/11/2008	SCO
ACORD, BRIAN C	55-037-0898-004	4/7/2008	SCO
ADAIR, RANDI M	55-331-0762-015	2/16/2010	SCO
ACOMB, DEREK E	55-341-6375-004	4/19/1998	SCO
ACOSTA JR, ERNEST	56-071-8005-008	9/22/1980	SCO

3. A **Layoff Plan Summary** page will appear. To print the summary page, click the **Print Icon** near the top of your browser. Depending on your browser version, the Print Icon may be on the upper right or upper left side of the screen.
4. If the right hand side of the summary is cut off on the printed copy, click the **small, black, down arrow next to the Print Icon** and choose **Print Preview**.



Print Preview

1 Page View Shrink To Fit

LayoffPlanLibrary - LayoffPlanSummary Page 1 of 2

Layoff Plan Administration

Enterprise Applications > HR Reduction > Layoff Plan Administration > LayoffPlanLibrary > LayoffPlanSummary

Layoff Plan Summary

Exercise: MELISSARUSSELL - Test Exercise Plan: MELISSARUSSELL - Test Plan Department: FISH AND GAME Current State: Preparing

[Back to Plan Main Page](#)

[Layoff Plan Information](#)

Layoff Exercise Name: MELISSARUSSELL - Test Exercise

Layoff Exercise Description: An exercise for testing the application

5. Adjust the view to **landscape** and click the **Print Icon** again.

3.10 How do I get a list of employees who are on the plan?

You may want a soft-copy of the list of employees who are on the Layoff Plan.

1. Navigate to the **Layoff Plan Summary** page, as described in steps 1-2 of Section 3.9.

Layoff Plan Summary

Exercise: MELISSARUSSELL - Test Exercise Plan: MELISSARUSSELL - Test Plan Department: FISH AND GAME Current State: Preparing

Back to Plan Main Page

Layoff Plan Information

Layoff Exercise Name	MELISSARUSSELL - Test Exercise
Layoff Exercise Description	An exercise for testing the application
Layoff Plan Name	MELISSARUSSELL - Test Plan
Layoff Plan Effective Date	1/24/2010 12:00:00 AM
Layoff Plan Description	Plan for QA Testing
Layoff Plan Background/Justification	Auto Created Background Justification
Total # of Employees on Layoff Plan	!
Total # of Employees to be laid off or demoted	;
Area of Layoff	Geographic
Geographic Area	County
Prior Exempt Service	Process not started

Actuals

Class Code	County Code	# of Employees (Approximate)	# On Layoff (Position Counts, NOT FTE)	# Actual Layoff (Position Counts, NOT FTE)
0762	28	10	1	1
0835	34	107	1	1
0898	34	4	1	
6375	23	4	1	
8005	36	2	1	

Employees

Employee Name	Position Number	First Hire Date	Data Source
ABELLA, REGINA K	555-035-0835-905	2/11/2008	SCO
ACORD, BRIAN C	555-037-0898-004	4/7/2008	SCO
ADAIR, RANDI M	555-331-0762-015	2/16/2010	SCO
ACOMB, DEREK E	555-341-6375-004	4/19/1998	SCO
ACOSTA JR, ERNEST	556-071-8005-008	9/22/1980	SCO

2. Click **Actions**. Choose **Export** from the small menu that pops up.

Employees

Actions

Go! Close

Export To: **Export**

Ignore Paging: ☒

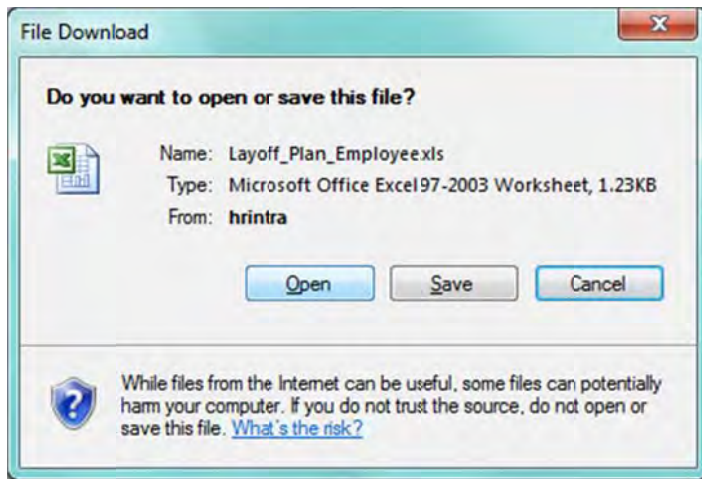
If you are exporting to PDF, please select the paper size.

Paper Size: Letter

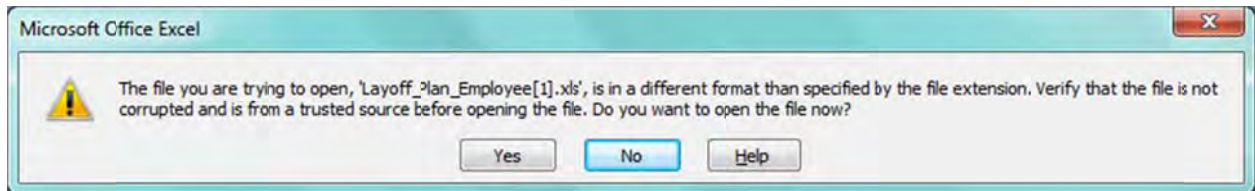
Go! Close

Employee Name	Position Number	First Hire Date	Data Source
ABELLA, REGINA K	555-035-0835-905	2/11/2008	SCO
ACORD, BRIAN C	555-037-0898-004	4/7/2008	SCO

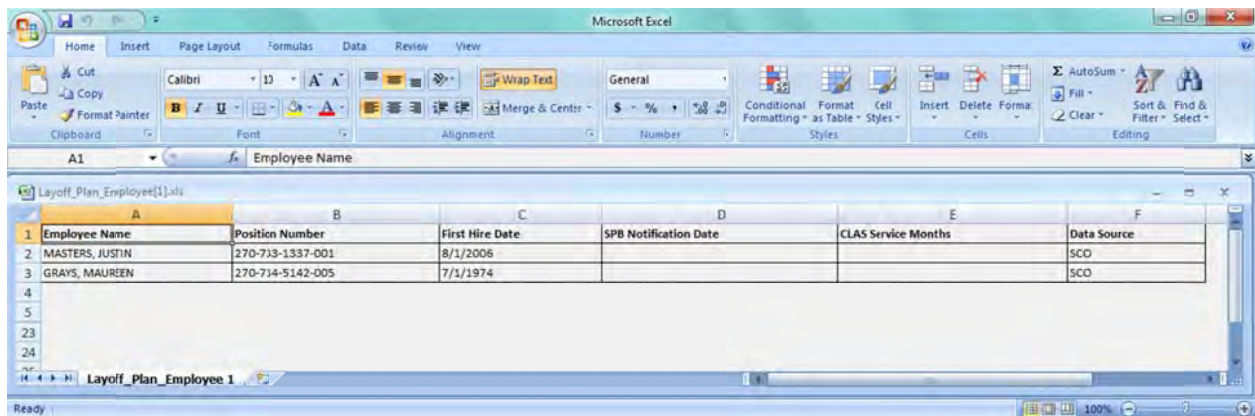
3. Choose **Excel** from the pull-down menu on the **Export To** line. Make sure the **Ignore Paging** box is checked. Click **Go!**



4. Click **Open**.



5. You may get the error message shown above. Click **Yes**.



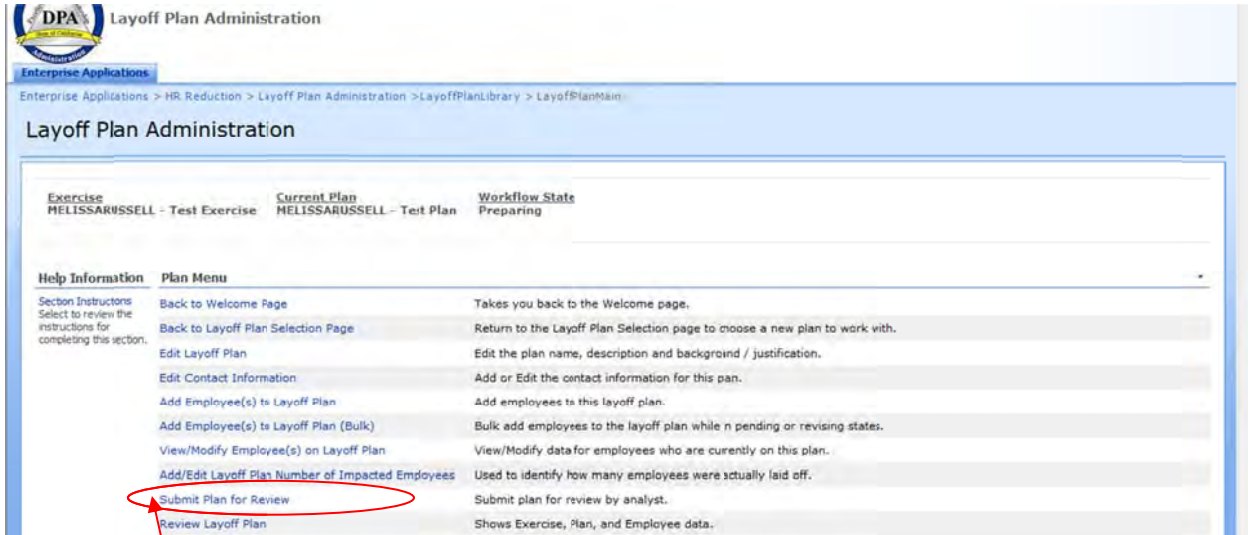
6. The **Layoff Plan Employee List** will appear in Excel.

7. You may Save the **Layoff Plan Employee List** by clicking the Windows Icon and choosing Save As.

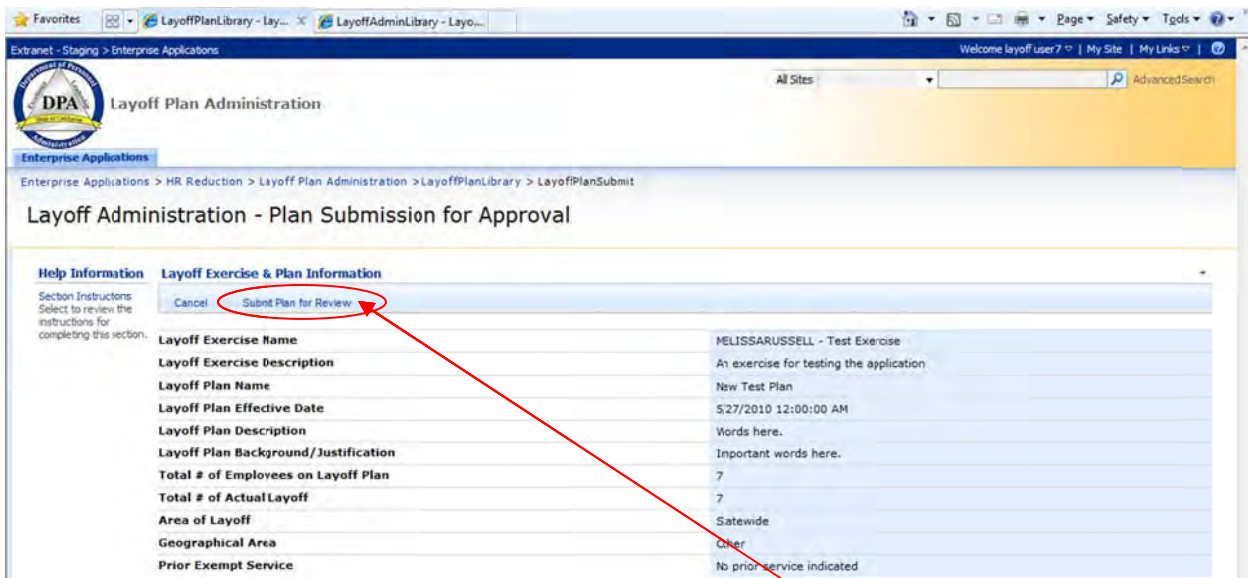
3.11 How do I submit my plan?

You must submit your plan using the Layoff Tool before your CCD Analyst can officially review and approve it.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.



2. Click **Submit Plan for Review**.



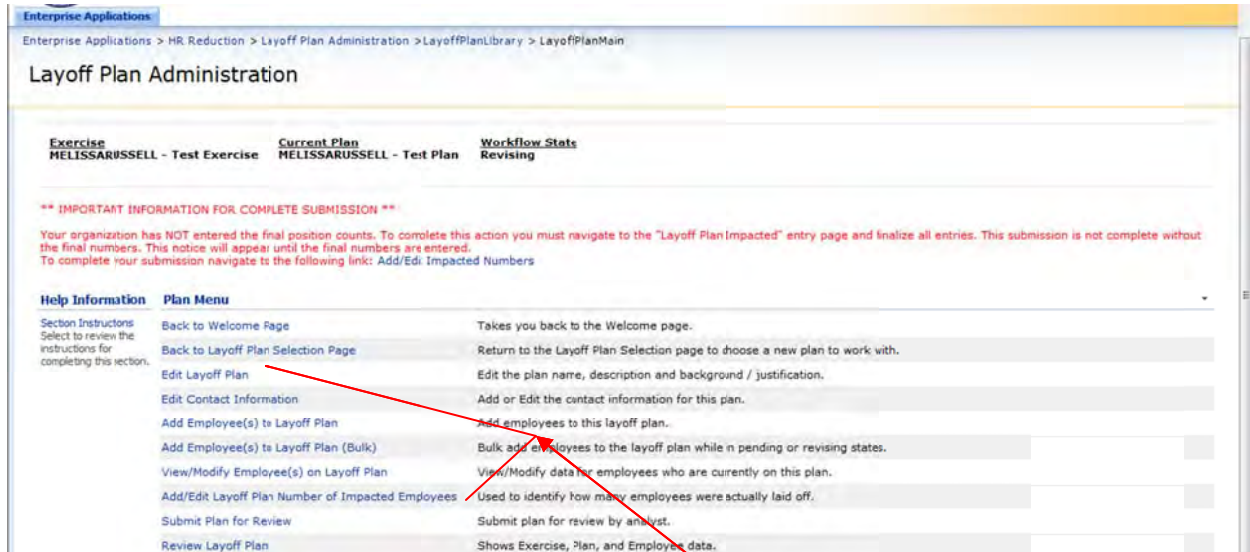
3. Make sure this is the Layoff Plan you intend to submit. Click **Submit Plan for Review**.

Note: Once you submit your Layoff Plan, you will not be able to alter it until your CCD Analyst rejects the plan.

3.12 How do I modify and resubmit my plan after it has been rejected?

Layoff Plans are rarely perfect the first time they are submitted. Your CCD Analyst may request changes. The CCD Analyst rejects your Layoff Plan, which permits you to revise it.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.



2. You may revise any part of your Layoff Plan using the **links** on the **Layoff Plan Administration** main menu. The links work the same way they did when you were preparing your plan before you initially submitted it.
3. Resubmit your Layoff Plan by following the same steps for submission, found in Section 3.11.

3.13 How do I print, sign and return the Official Layoff Plan to DPA?

Only DPA can print the Official Layoff Plan for signatures. Departments do not have access to the Official Layoff Plan format in the Layoff Tool.

1. Your CCD Analyst will send you a copy of the Official Layoff Plan electronically, usually as a PDF attachment to an e-mail.
2. **You must print the Layoff Plan, sign it and either fax it back or scan it and return it electronically to your CCD Analyst.**
3. Your CCD Analyst will print the Official Layoff Plan that you signed and returned. He/she will sign the plan and route it for additional signatures within DPA.
4. Your CCD Analyst will Approve your Layoff Plan in the Layoff Tool.
5. Your CCD Analyst will send you an electronic copy of the fully signed Layoff Plan for your records.

3.14 How do I “Mitigate” an employee after the plan has been approved?

After your Layoff Plan has been approved and you have begun implementing your plan, you may learn of employee movement that mitigates your approved Layoff Plan.

For example, an employee who is slated for layoff may get a job at another Department in the State.

DPA requires that you record this mitigation information in the Layoff Tool.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.

The screenshot shows the 'Layoff Plan Administration' page. At the top, the 'Workflow State' is 'Mitigating'. Below the 'Plan Menu', the 'View/Modify Employee(s) on Layoff Plan' option is highlighted with a red circle. A red arrow points from this option to the 'Layoff Plan Employees' page shown in the next screenshot.

Note: When your plan has been approved, your Workflow State will say Mitigating.

2. Click **View/Modify Employee(s) on Layoff Plan**.

The screenshot shows the 'Layoff Plan Employees' page. The 'Workflow State' is 'Mitigating'. Below the 'Layoff Plan Employee(s) - Approved' table, the 'Remove' button is highlighted with a red circle. A red arrow points from this button to the 'Layoff Plan Employees' page shown in the next screenshot.

Edit	Remove	DepartmentName	EmployeeName	Agency Code	Reporting Unit	Class Code	Serial Number	County Code	CountyName	Appointment Tenure	Data Source
Edit	Remove	FISH AND GAME	ALEXANDER, NATHAN J	565	014	1139	801	34	SACRAMENTO	P	SCO
Edit	Remove	FISH AND GAME	ALEXANDER, DEBBIE L	565	141	5157	800	45	SHASTA	P	SCO
Edit	Remove	FISH AND GAME	ADAMS, JAMES R	565	143	0781	502	47	SISKIYOU	P	SCO
Edit	Remove	FISH AND GAME	ADAMS, BRETT R	565	143	0916	011	45	SHASTA	P	SCO
Edit	Remove	FISH AND GAME	ADAMS, LONI C	565	772	0762	002	37	SAN DIEGO	P	SCO
Edit	Remove	FISH AND GAME	ADAMS, YETTE M	566	191	8005	002	45	SHASTA	P	SCO
Edit	Remove	FISH AND GAME	ALEXANDER, ROBERT C	566	291	8421	118	04	BUTTE	P	SCO

3. Click **Remove** next to the employee who should be mitigated.

Note: Each mitigation of an employee must be approved by your CCD Analyst.

Layoff Tool – Department User Manual

DPA Layoff Plan Administration

Enterprise Applications

Enterprise Applications > HR Reduction > Layoff Plan Administration > LayoffPlanLibrary > LayoffPlanEmployeeRemove

Remove Layoff Plan Employee

Helpful Information Remove Employee from Layoff Plan

Section Instructions: Select to review the instructions for completing this section.

* indicates a required field

Cancel Remove

Department: FISH AND GAME
 Facility: FISH AND GAME
 Last Name: ALEXANDER
 First Name: ROBERT
 Middle Initial: C
 Position Number: 566-291-8421-118
 County: 04 - BUTTE
 CBID: R07
 Union: CSLEA
 Class Title: FISH AND GAME WARDEN
 Reason Removed from Layoff Plan: [Dropdown Menu]

Reason employee is being removed from Layoff Plan

Additional Notes

Date Removed from Layoff Plan: [MM/DD/YYYY]

Transfer to Department: [Dropdown Menu]

Employee Currently on Layoff Plan(s)

New Test Plan

Reasons for removal (from dropdown menu):
 Leave
 Mitigated Through Vacancy
 Other Remove (describe)
 Promoted
 Retired
 Separation
 Transfer

- Choose a Reason Removed from Layoff Plan and enter a Date Removed from Layoff Plan.
- Click Remove.

DPA Layoff Plan Administration

Enterprise Applications

Enterprise Applications > HR Reduction > Layoff Plan Administration > LayoffPlanLibrary > LayoffPlanEmployeeMitigationList

Layoff Plan Employees

Exercise: MELISSARUSSELL - Test Exercise
 Current Plan: New Test Plan
 Workflow State: Mitigating

Help Information Layoff Plan Employee(s) - Approved

Section Instructions: Select to review the instructions for completing this section.

	Edit	Remove	DepartmentName	EmployeeName	Agency Code	Reporting Unit	Class Code	Serial Number	County Code	CountyName	Appointment Tenure	Data Source
Edit Remove			FISH AND GAME	ALEXANDER, NATHAN J	565	014	1139	801	34	SACRAMENTO	P	SCO
Edit Remove			FISH AND GAME	ALEXANDER, DEBBIE L	565	141	5157	800	45	SHASTA	P	SCO
Edit Remove			FISH AND GAME	ADAMS, JAMES R	565	143	0781	502	47	SISKIYOU	P	SCO
Edit Remove			FISH AND GAME	ADAMS, BRETT R	565	143	0916	011	45	SHASTA	P	SCO
Edit Remove			FISH AND GAME	ADAMS, LONI C	565	772	0762	002	37	SAN DIEGO	P	SCO
Edit Remove			FISH AND GAME	ADAMS, WETTE M	566	191	8005	002	45	SHASTA	P	SCO
Edit Remove			FISH AND GAME	ALEXANDER, ROBERT C	566	291	8421	118	04	BUTTE	P	SCO

Layoff Plan Employee(s) - Pending Approval

Filter Delete Selected Transaction

	Edit Transaction	Transaction	DepartmentName	Employee Name	Agency Code	Reporting Unit	Class Code	Serial Number	County Code	CountyName	Appointment Tenure	Data Source
Edit		Removed	FISH AND GAME	ADAMS, LONI C	565	772	0762	002	37	SAN DIEGO	F	SCO

- The mitigation transaction you just submitted to DPA will appear on the **Pending Approval** list until the mitigation of the employee is approved by your CCD Analyst.

Note: If you mitigated an employee in error, you can check the box next to the errant name(s) and click Delete Selected Transaction. This will return the name(s) to the original Layoff Plan list.

3.14.1 How Can I Tell if DPA has Approved my Mitigations?

You may view the status of any submitted mitigation transaction at any time during Mitigation.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.



2. Click **View Mitigation Transactions**.



3. The Layoff Plan Mitigation Transactions page will show you the **status** of each name you submitted for mitigation.

Note: Once an employee mitigation is approved, the name will no longer appear on the Layoff Plan Employee list found on the Layoff Plan Summary page (see Section 3.9 for instructions on navigating to the Layoff Plan Summary page). If you have submitted names for mitigation, but they have not been approved yet, they will appear in a separate list on the Layoff Plan Summary page.

3.14.2 How do I “Reconcile” (Close Out) a plan after the Effective Date has passed?

After the Layoff Plan Effective Date has passed, the plan enters the Reconciling workflow state. Departments are required to tell DPA what actually happened to each employee that was on the Layoff Plan. **The Layoff Plan is not closed until all employees on the Layoff Plan have been accounted for.**

Note: During Reconciling, you will eventually remove all remaining employees from the Layoff Plan. As with mitigation, each Reconciliation of an employee must be approved by your CCD Analyst.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.

2. Click **View/Modify Employee(s) on Layoff Plan**.

3. Click **Remove** next to one of the names that need to be Reconciled.

Layoff Tool – Department User Manual

Enterprise Applications > HR Reduction > Layoff Plan Administration > LayoffPlanLibrary > LayoffPlanEmployeeRemove

Remove Layoff Plan Employee

Helpful Information Remove Employee from Layoff Plan

Section Instructions: Select to review the instructions for completing this section.

Cancel Remove

* indicates a required field

Department * FISH AND GAME
 Facility FISH AND GAME
 Last Name * ALEXANDER
 First Name * NATHAN
 Middle Initial J
 Position Number 565-014-1139-801
 County 34 - SACRAMENTO
 CBID * R04
 Union * SEIU
 Class Title OFFICE TECHNICIAN (TYPNG)
 Reason Removed from Layoff Plan * Reason employee is being removed from Layoff Plan
 Additional Notes
 Date Removed from Layoff Plan * MM/DD/YY
 Transfer to Department
 Employee Currently on Layoff Plan(s)
 New Test Plan

Demotion In Lieu (of Layoff)
 Laid Off
 Leave
 Other Remove [describe]
 Promoted
 Retired
 Separation
 Transfer

4. Choose a Reason Removed from Layoff Plan and enter a Date Removed from Layoff Plan.
5. Click Remove.

Enterprise Applications > HR Reduction > Layoff Plan Administration > LayoffPlanLibrary > LayoffPlanEmployeeMitigationList

Layoff Plan Employees

Exercise: MELISSARUSSELL - Test Exercise | Current Plan: New Test Plan | Workflow State: Reconciling

Help Information Layoff Plan Employee(s) - Approved

Section Instructions: Select to review the instructions for completing this section.

Edit	Remove	DepartmentName	EmployeeName	Agency Code	Reporting Unit	Class Code	Serial Number	County Code	CountyName	Appointment Tenure	Data Source
		FISH AND GAME	ALEXANDER, NATHAN J	565	014	1139	801	34	SACRAMENTO	P	SCO
		FISH AND GAME	ALEXANDER, DEBBIE L	565	141	5157	800	45	SHASTA	P	SCO
		FISH AND GAME	ADAMS, JAMES R	565	143	0781	502	47	SISKIYOU	P	SCO
		FISH AND GAME	ADAMS, BRETT R	565	143	0916	011	45	SHASTA	P	SCO
		FISH AND GAME	ADAMS, YETTE M	566	191	8005	002	45	SHASTA	P	SCO
		FISH AND GAME	ALEXANDER, ROBERT C	566	291	8421	118	04	BUTTE	P	SCO

WARNING: There is a known issue with selecting multiple items from this listing. If you select a group of items from the list and then switch pages, all the items selected on the original page will be lost. It is recommended that you use the filtering option to narrow down the listing. Make sure to submit the selected items on a page before moving onto subsequent pages.

Layoff Plan Employee(s) - Pending Approval

Filter Delete Selected Transaction

Edit Transaction	Transaction	DepartmentName	Employee Name	Agency Code	Reporting Unit	Class Code	Serial Number	County Code	CountyName	Appointment Tenure	Data Source
<input type="checkbox"/>	Removed	FISH AND GAME	ALEXANDER, NATHAN J	565	014	1139	801	34	SACRAMENTO	P	SCO

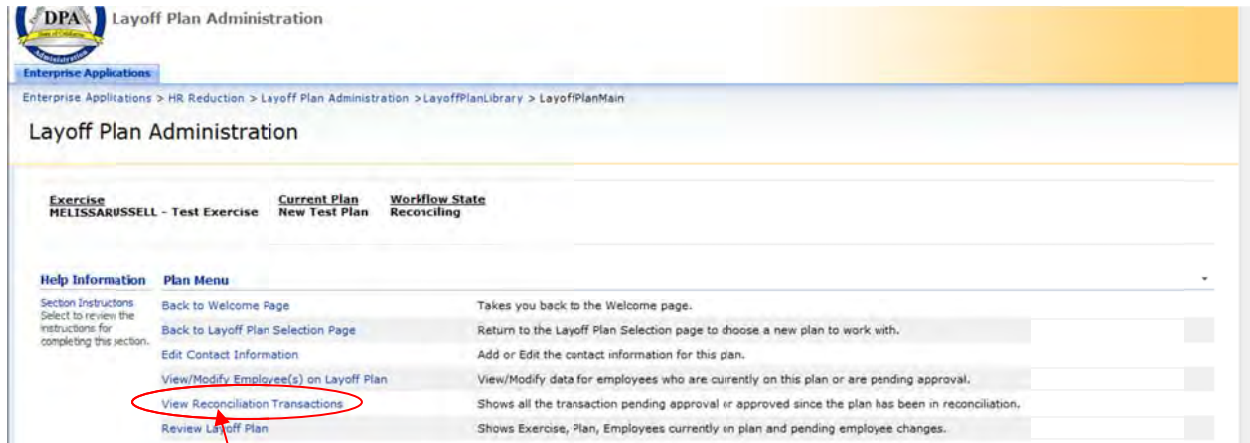
6. The reconciliation transaction you just submitted to DPA will appear on the **Pending Approval** list until the reconciliation of the employee is approved by your CCD Analyst.

Note: If you reconciled an employee in error, you can check the box next to the errant name(s) and click Delete Selected Transaction. This will return the name(s) to the original Layoff Plan list.

3.14.3 How Can I Tell if DPA has Approved my Reconciliations?

You may view the status of any submitted reconciliation transaction at any time during Reconciliation.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.



2. Click **View Reconciliation Transactions**.



3. The Layoff Plan Mitigation Transactions page will show you the **status** of each name you submitted for reconciliation.

Note: Once an employee reconciliation is approved, the name will no longer appear on the Layoff Plan Employee list found on the Layoff Plan Summary page (see Section 3.9 for instructions on navigating to the Layoff Plan Summary page). If you have submitted names for reconciliation, but they have not been approved yet, they will appear in a separate list on the Layoff Plan Summary page.